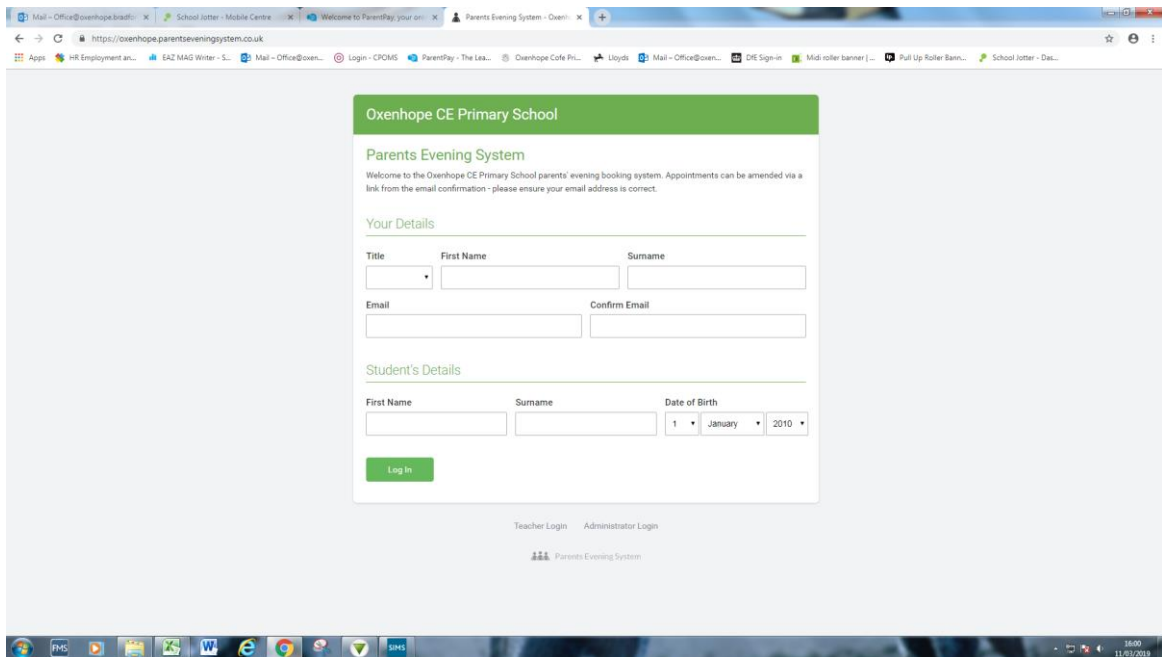


Parents Evening Booking System – Parent Guide

(Including Video Parents Evening).

Website: Type into your web browser:

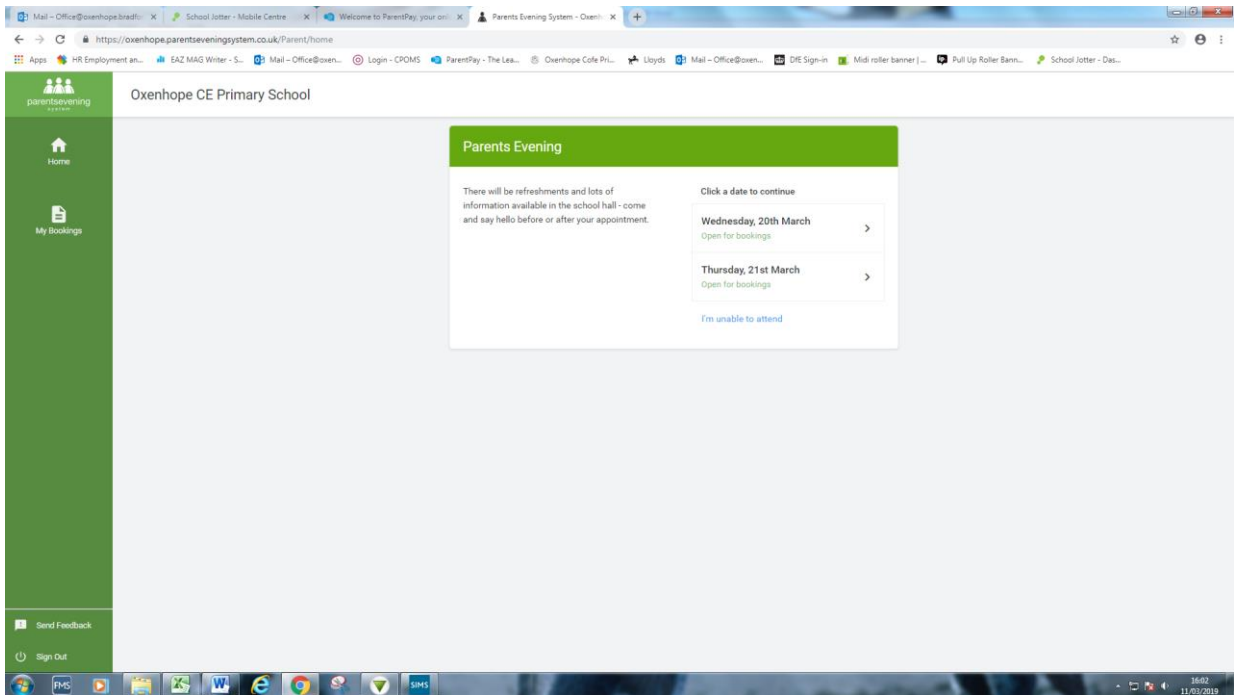
<https://oxenhopeceschoolcloud.co.uk/>



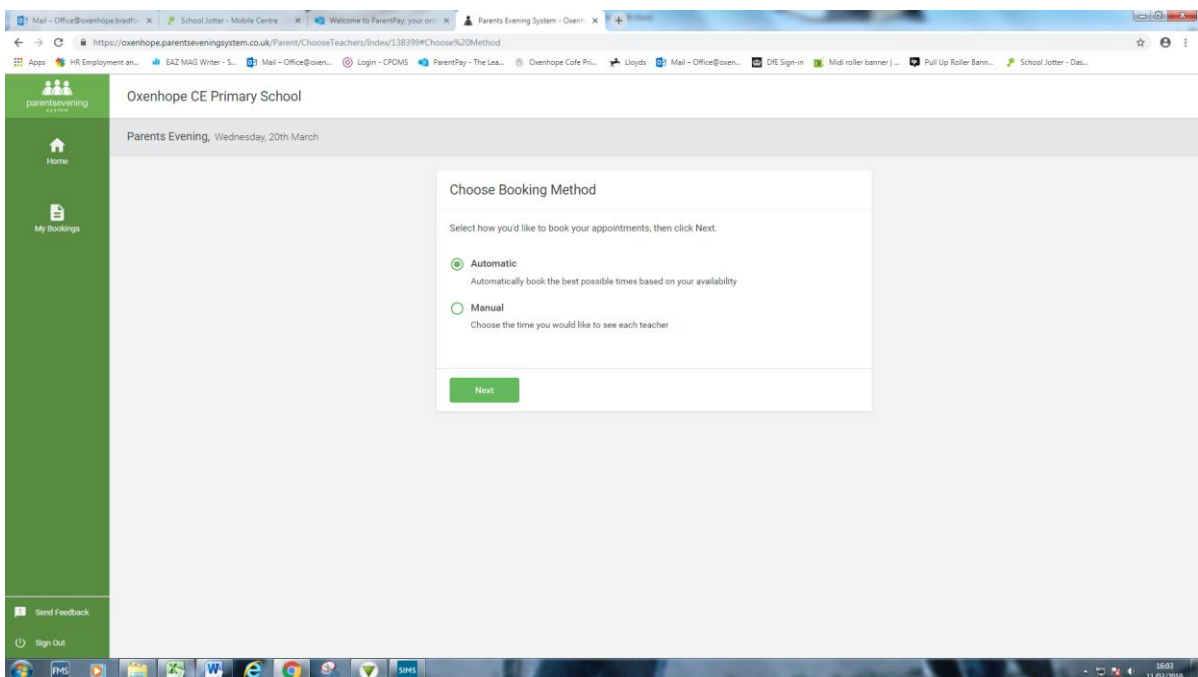
The screenshot shows a web browser window displaying the login page for the Oxenhope CE Primary School Parents Evening System. The page has a green header with the school name. Below the header, there is a welcome message and a 'Your Details' section with input fields for Title, First Name, Surname, Email, and Confirm Email. There is also a 'Student's Details' section with input fields for First Name, Surname, and Date of Birth (with dropdown menus for month and year). A green 'Log In' button is located below the student details. At the bottom of the page, there are links for 'Teacher Login' and 'Administrator Login', and a small icon for the 'Parents Evening System'.

The system is linked to our School Information Management System (SIMS). Your login details need to match what we have on our system, so if you have any difficulties, please just contact the school office. (office@oxenhope.bradford.sch.uk 01535 642271). If you haven't already provided the school office with an email address, please use the same one you use to log in to Parent Pay.

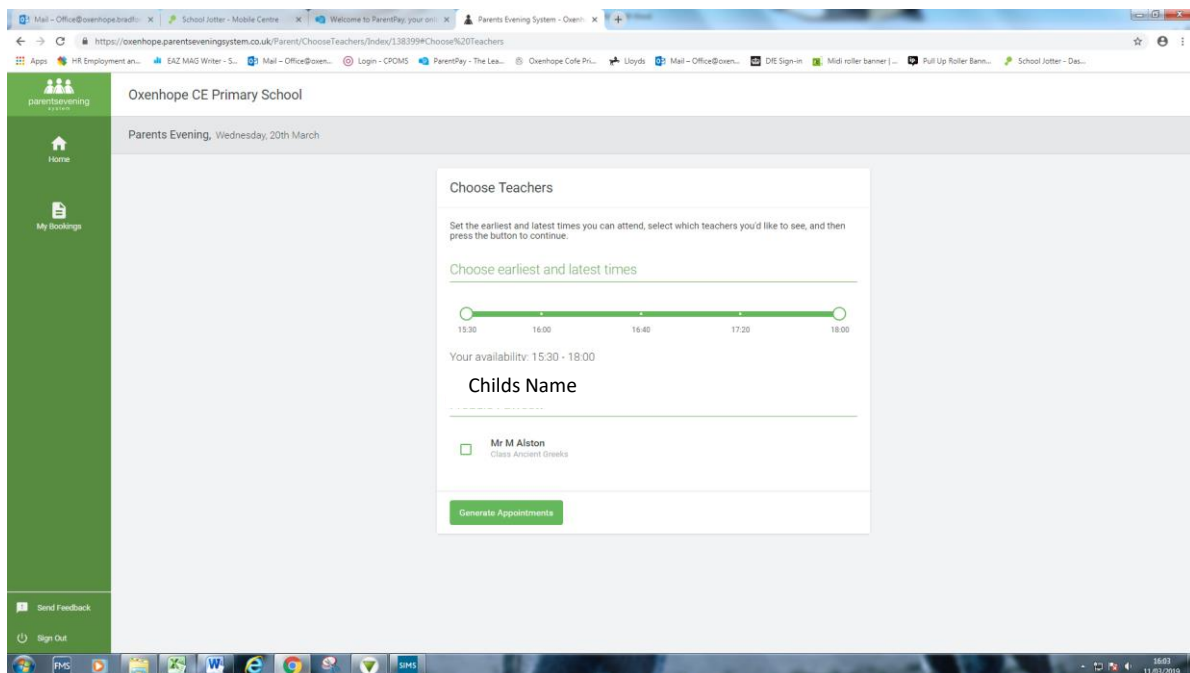
Once you have logged in you will see this screen; select the date you wish to attend.



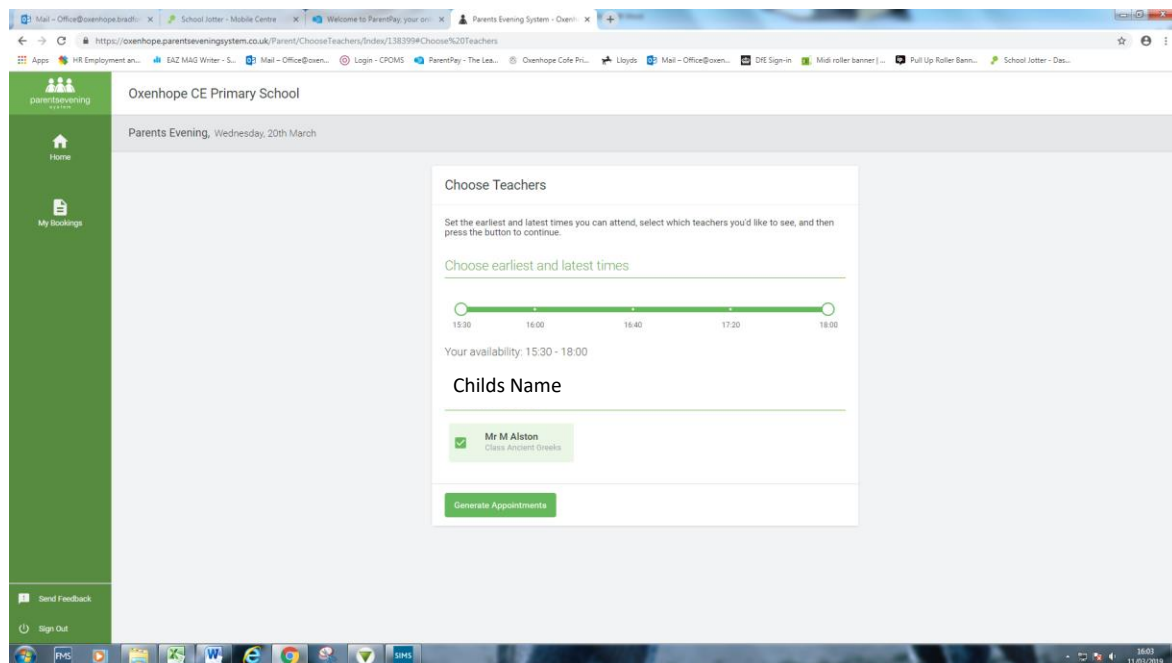
Choose the option of how you would like to book your appointment.



You can move the parameters on the bar to specify your preferred times (click & slide either end).



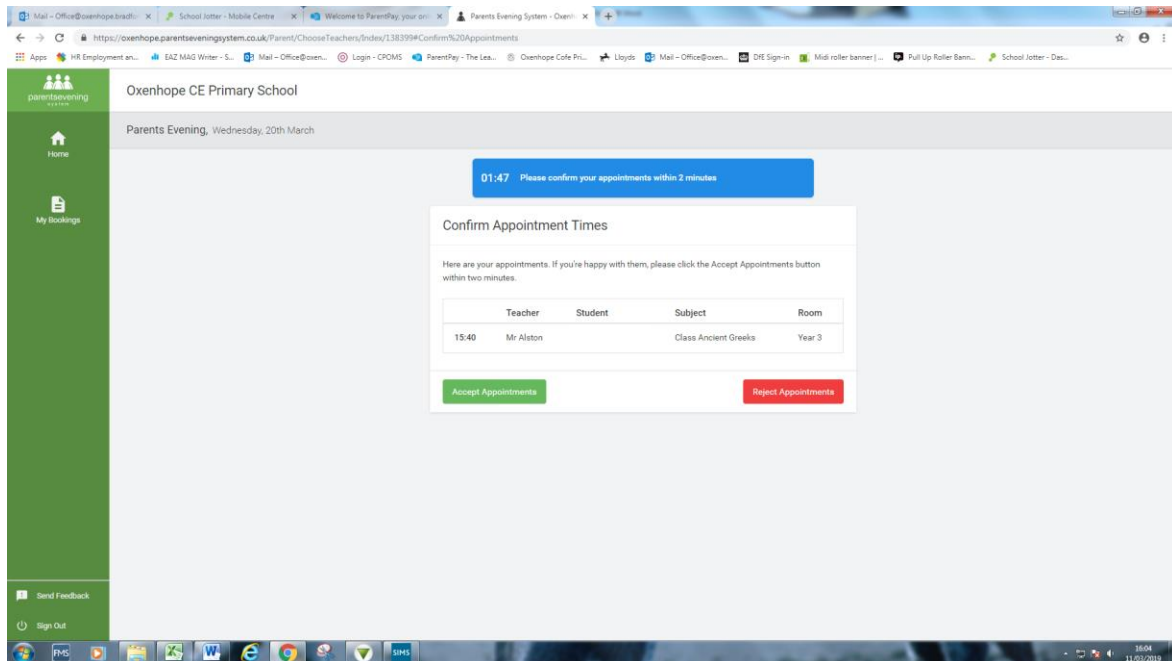
Check the box to select the teacher you would like to see:



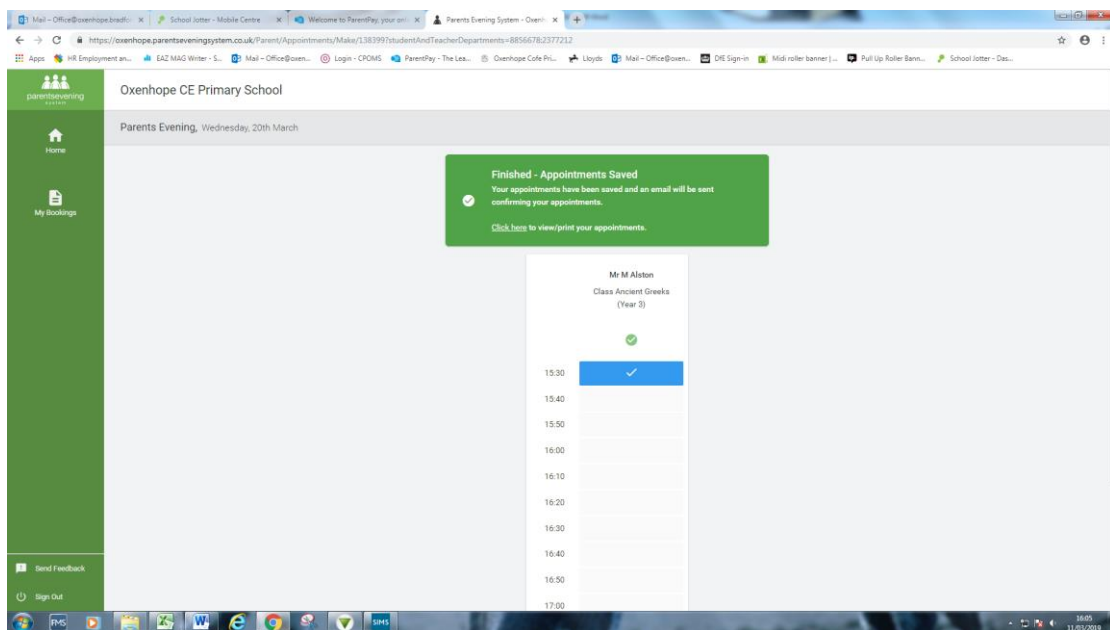
You will be given an appointment time.

Either accept or reject the appointment using the buttons. If you accept you will receive an email to confirm your appointment.

If you reject, it will take you back to the booking screen for you to select another time.



Before you log out, you will see this screen confirming when your appointment is booked for. If you need to change your time, you can log back in, click on the existing appointment, choose to delete it. Then you can re-book selecting an alternative time.



Video Parents Evening

Please follow the same process as above – ensuring you select the date of the **Video Parents Evening** rather than the normal Parents Evening dates.

Once you have selected your appointment, you will receive an email confirmation. You will also receive an email reminding you 1 hour before your appointment time.

When it is time for your appointment, you will need to login to the Parents Evening system as before, and there will be a button saying “Join Video Appointment”. Then click on “Proceed to video call”.

Your appointment will last for 10 minutes and will switch off automatically.

Phone Calls Appointments

If you would prefer a phone call, please just contact the office and we will organise a mutually convenient time for your child’s class teacher to contact you.

If you have any problems, please contact the school office.

Email: office@oxenhope.bradford.sch.uk Phone: 01535 642271